



## School Nutrition News and Updates

January 15, 2020

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### Procurement Reviews for the National School Lunch Program

The Fiscal and Administrative Services Team (FAST) has once again contracted with CN Resource to complete the National School Lunch Program Procurement Reviews. We have been made aware that the CN Resource Procurement Review Team has started contacting our sponsors that have been selected for a Procurement Review this year via email. If you have any questions about the email they are sending, please contact [mde-schoolnutrition@michigan.gov](mailto:mde-schoolnutrition@michigan.gov). Otherwise, please follow the directions in the email and correspond directly with CN Resource to complete the review.

### School Food Authority Verification Collection Report (SFA-VCR) Deadline is February 1, 2020

The School Food Authority Verification Collection Report (SFA-VCR) is open. **Note the deadline for completing the SFA-VCR report is February 1, 2020.** The web-based SFA-VCR is accessible through the [Michigan Nutrition Data System \(MiND\)](#).(1)

This report is mandatory for all School Food Authorities (SFAs) and Residential Child Care Institutions (RCCIs) operating the National School Lunch Program

(NSLP) and/or the School Breakfast Program (SBP), including RCCIs that are exempt from verification requirements.

Districts that are entirely Community Eligibility Provision (CEP) do not need to complete the SFA-VCR. The report has been certified by MDE. Partial CEP districts are still required to conduct verification and submit a SFA-VCR. Special milk only sponsors are not required to complete this report.

Instructions for completing the SFA-VCR can be found on the School Nutrition Website under [Steps to Complete Verification](#)(2) and are included in the links below.

- [Instructions for Public and Non-public Sponsors Completing the SFA-VCR](#)(3)
- [Instructions for RCCIs Completing the SFA-VCR](#)(4)

Questions regarding this Bulletin may be directed to:

- Natalee Mickelson, School Nutrition Programs, by email at [MickelsonN@michigan.gov](mailto:MickelsonN@michigan.gov) or by phone at 517-241-5372.
- Office of Health and Nutrition Services, School Nutrition Programs at [mde-schoolnutrition@michigan.gov](mailto:mde-schoolnutrition@michigan.gov) or by phone at 517-241-5374.

### **Employment Opportunity with United Dairy Industry of Michigan (UDIM)**

UDIM has posted a position for a Youth Wellness Manager. For further information, visit [UDIM Position Information](#).(5) If you have any questions or to submit your resume directly to UDIM, contact Melissa Gerharter at [gerharter@milkmeansmore.org](mailto:gerharter@milkmeansmore.org).

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**Updates, Guidance, and Regulation Information from the United States Department of Agriculture (USDA) Food and Nutrition Services**

## **Now Available! Deactivate Past Employees from the Professional Standards Training Tracker Tool**

Enhancements to the Professional Standards Training Tracker Tool are now available. Team Nutrition appreciates receiving your feedback on the Tracking Tool and works continuously to enhance the user experience. Per the overwhelming feedback, the new enhancements include the capability for directors and managers to deactivate and remove staff that no longer work at the school, district, or organization. Stay tuned for additional updates in further enhancing this capability to allow the user to deactivate/remove the staff for a particular school year.

Track your professional standards required training hours using USDA's free [Professional Standards Training Tracker Tool](#).(6)

## **Now available! Additional Capabilities for Registered Users of the Food Buying Guide Mobile App!**

The latest update has been released to the Food Buying Guide (FBG) Mobile App. Now registered users with an eAuthentication account are able to access any saved information in the FBG Web Tool, such as a completed Recipe Analysis Workbook (RAW) or Product Formulation Statement (PFS) on the Mobile App. Registered users can also create and save a "Favorite Foods List," a "Shopping List," and analyze a grain item on the Exhibit A Grains Tool on the Mobile App, and then access these items on other mobile devices as well as the FBG Web Tool.

The FBG Mobile App is available on the Apple App Store and the Google Play Store at [Food Buying Guide Mobile App](#).(7) Check to ensure you have the most current version of the app on your mobile devices.

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## **Training Corner**

### **Talk @ 2pm**

Join School Nutrition Programs staff for an informal 30-minute to 1-hour Webinar meeting. Staff will provide a brief description of the topic and the remainder of the time is open for Q & A. Preregistration is required. After registering, a link to copy and paste into your browser to access the webinar will be emailed to you in your registration confirmation. Following is information on the upcoming Talk @ 2pm topics:

**Topic: School Food Authority-Verification Collection Report (SFA-VCR)**

This webinar is an overview of how to complete the SFA-VCR. We will walk through each section of the report and review frequently asked questions that come up when completing the report.

**When:** Wednesday, January 22, 2020 – 2:00 p.m.

**To Register:** [SFA-VCR Webinar\(8\)](#)

**Topic: Mid-Year Staff Training**

- Mid-year check in on professional standards training for school nutrition staff. (Think "Back to School" training in January.)

**When:** Tuesday, February 4, 2020 - 2:00 p.m.

**To Register:** [Mid-Year Staff Training Webinar\(9\)](#)

**Save the Date - Nutrition Programs and Residential Child Care Institutions (RCCIs) Training**

The workshop is intended to provide staff of RCCIs the latest information for administering and operating the United States Department of Agriculture Child Nutrition Programs. The workshop format is a mixture of general sessions, table discussions, and networking opportunities.

**When:** March 5, 2020, at Michigan Virtual in Lansing.  
Registration information will be sent at a later date.

**Questions of the Week**

**Question:** What are the requirements for School Breakfast Program Outreach?

**Answer:** Outreach must be done three different times throughout the school year and must include location, price, and time. Some examples of outreach methods include robo calls, flyers, billboards, and signage around the school buildings.

**Question:** What are other options to give students access to breakfast?

**Answer:** Second chance breakfast in between first and second hours, kiosks in one hallway with grab-and-go bags, and breakfast in the classroom are all great options to provide more access to breakfast. If you would like more information, please contact School Nutrition Programs at [mde-schoolnutrition@michigan.gov](mailto:mde-schoolnutrition@michigan.gov).

## Contact us

Email: [MDE-SchoolNutrition@Michigan.gov](mailto:MDE-SchoolNutrition@Michigan.gov)

Nutrition Gateway: The Michigan Department of Education [Nutrition Gateway](#)(10) provides Child Nutrition Program (CNP) agencies a singular system to access annual CNP applications (MEGSplus), monthly claims (MIND) and periodic administrative reviews (GEMS/MARS) through an integrated dashboard and portal.

## USDA Nondiscrimination Statement

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (11) (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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### Hyperlinks for Ease of Access

- (1) <https://mdoe.state.mi.us/mind/login.aspx>
- (2) [https://www.michigan.gov/mde/0,4615,7-140-66254\\_50144-194552--,00.html](https://www.michigan.gov/mde/0,4615,7-140-66254_50144-194552--,00.html)
- (3) [https://www.michigan.gov/documents/mde/ADA\\_Instructions\\_for\\_Completing\\_SFA-VCR\\_19-20\\_Pub\\_Non-Pub\\_674110\\_7.pdf](https://www.michigan.gov/documents/mde/ADA_Instructions_for_Completing_SFA-VCR_19-20_Pub_Non-Pub_674110_7.pdf)
- (4) [https://www.michigan.gov/documents/mde/ADA\\_Instructions\\_for\\_Completing\\_SFA-VCR\\_19-20\\_RCCI\\_674077\\_7.pdf](https://www.michigan.gov/documents/mde/ADA_Instructions_for_Completing_SFA-VCR_19-20_RCCI_674077_7.pdf)
- (5) <https://www.indeed.com/job/youth-wellnessnutrition-manager-dc545cd38237245e>
- (6) <https://pstrainingtracker.fns.usda.gov/>
- (7) <https://www.fns.usda.gov/tn/food-buying-guide-mobile-app>
- (8) [collection-report-sfa-vcr-registration-89860724847](#)
- (9) <https://www.eventbrite.com/e/talk-at-2pm-webinar-mid-year-staff-training-registration-89998043571>
- (10) <https://mdoe.state.mi.us/gateway/Authentication/Login>
- (11) [https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain\\_combined\\_6\\_8\\_1\\_2.pdf](https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_1_2.pdf)